

## VR CLAIMS PAYMENT SYSTEM

### BUSINESS VENDOR PROFILE:

Please use steps below to register.

#### 1. Review Vendor Service Manual:

- <https://www.in.gov/fssa/ddrs/5448.htm>

#### 2. Collect Items Prior:

- FEIN# (Federal ID is required on a Business Vendor Profile)
- Bidder#: see Vendor Service Manual (page 2)
- DUNS#: see Vendor Service Manual (page 2)
- Agency primary contact name, email, and title
- Agency secondary contact name, email, and title
- Bank Account Information: Account # and Routing #
- Credential Information: see Vendor Service Manual
- W-9: current IRS form
- Business Entity Form: Vendor Type 1 and 2 ONLY

#### 3. Request an account:

- <https://www.in.gov/fssa/ddrs/5448.htm>
- Go to Vendor Registration and click link for Vendor Account Request
- Complete required information--Username, First Name, Last Name, email (*password will be sent to this email account*) & Business Name (*as reported on W9*)
- Submit

#### 4. Log into VR-CPS:

- Use new account information emailed to you from [VRNoreply@fssa.in.gov](mailto:VRNoreply@fssa.in.gov), to log into:  
<https://vrcps.fssa.in.gov/Public/Portal.aspx>
- Enter required information in **all** tabs
- To finish click 'Submit Registration'
- Review Vendor Agreement and click 'Agree' to submit for review

**NOTE:** The Agency Primary Contact will receive an email once the registration is approved. If the registration is not approved and more information is needed, log into the account to see the notes from the reviewer, make the necessary changes and re-submit the registration.